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SECURITY INFORMATION*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Deputy Chief, General Services

DATE: 2

FROM : Chief,

SUBJECT: Monthly Shop Operation - August

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The following figures are submitted in accordance with the draft
 outlining the operation procedure of the Transportation Division,

1. Repair Jobs		51
Labor	\$819.50	
Parts	423.87	
2. Repair Jobs performed outside		7
Labor	\$462.75	
Parts	134.40	
3. Maintenance Work		88
Labor	\$1127.30	
Parts	200.99	

The above work was performed by three (3) Mechanics.

Cars washed	212
Cars lubricated	72
Cars polished	16
Oil changes	28
Tires repaired	26
Steam cleaned	4
Battery charges	19
Labor	989.50

The above work was performed by four (4) Mechanic's Helpers.

There were three vehicles completed on the rotation plan
 during the month.

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